



**Risk Management  
Environmental Health & Safety  
Emergency Management  
Ergonomics  
Continuity of Operations  
Campus Security  
Title IX**

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## 1 Types of Injuries – How Workers Get Hurt

Accidents can happen anywhere and at any time. Many workplace accidents and injuries can be prevented if workers know the causes of accidents and they are taught how to protect themselves to avoid injury. Although no one wants to get hurt at work, there are four major causes for injuries on the job.

### Back Injuries

The number one cause of on-the-job injuries is physical overload.

These injuries are caused by lifting (too heavy a load or lifting improperly), straining, overreaching, bending, and twisting. To protect the back against injury, learn and use proper lifting techniques, never bend or twist while lifting or carrying, and whenever possible, use a mechanical aid or get help with the load from another worker.

### Hitting or Striking Against

The second most common cause of worker injury is being hit by or hitting against an object. The best way to protect against these accidents is to be alert to the potential hazards and to use appropriate protective equipment (hard hats, eye protection and gloves). Be aware of your body and the space around you. Give yourself enough clearance when passing by, or ducking under equipment or going through a passageway.

### Falls

To avoid injuries from falls, be sure that your footing is firm and wear slip-resistant soled shoes. Watch where you are walking. Don't walk backward to direct equipment or leap from one level to another. Make sure you can see over the load you carry and that walkways are well-lighted and clear of obstacles. Clean up spills or grease spots, and use handrails when walking on stairs.

### Machine Accidents

The fourth major cause of on-the-job injury is machine-related accidents, that is, getting caught by moving machine parts. When working around any moving equipment (a machine that rotates, slides or presses) always use safety shields, guards, and lock-out procedures. Only work on a machine that you have been trained to use. Never wear jewelry or loose-fitting clothing that could get caught in the moving equipment. Be alert to the hazards you face on your job and learn what you should do to protect

yourself against accidents and injuries.

## 2 Keep Exits Clear!

Building exits are one of the most important life-safety systems built into campus buildings. While often taken for granted, exits are usually seen from a single dimension. Most people visiting a building, especially students, tend to only consider one exit. Of course, that "one" exit is the way they entered the building. During an emergency such as a fire, it is imperative building occupants consider all the exits as a means of escape.

Take a moment to watch this [video](#) for more information on building exits and means of egress.

## 3 Office Ergonomics

There are important steps you can take to set up your workstation, computer, and chair to increase comfort and reduce the risk of musculoskeletal injuries while working in an office setting.

### Computer Setup

- Set up the keyboard and mouse together on a level surface at elbow height.
- Place the monitor an arm's distance away and adjust the height of the monitor to eye level or just below. (Use a box or books to achieve the proper height.)
- Keep arms at the side, elbows bent at 90 degrees, keeping wrists straight or slightly downward. (A pillow or cushion might be needed if the desk is too high.)
- Using a laptop that does not allow the screen and keyboard to separate can result in either neck / head

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strain or hand / wrist strain.

An external monitor can be used to achieve the proper monitor height.

- Close the blinds or locate the monitor away from the window to eliminate or avoid glare.

#### Chair Setup

- Adjust the chair so legs are parallel to the floor and feet can be placed on the floor. Use a footrest or stack some books to support the feet if needed.
- For more back support, roll up a towel or place a cushion behind the lower back to provide better lumbar support.
- Locate the phone and other desk accessories within an arm's reach.